



Rutland
County Council

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Local Plan 2 – Working Group Terms of Reference

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Document Control, Approval and Distribution

Version Control

This document should be updated with any amendments:

Version	Date	Notes
0.01	Sep 2021	Document Created
V0.02	01/10/21	Amended to reflect comments from Group Leaders and Portfolio Holder for Planning

Document Approval

This document requires the following approvals:

Sponsor Approval	Name	Date
Project Sponsor	Penny Sharp	01/10/21

Document Distribution

This document will be distributed to:

Name	Method	Date
Project Board	Email	

Introduction

The purpose of this terms of reference document is to state the responsibilities of the Local Plan Working Group who will be providing support, guidance and leadership in delivering the plan required within the Council.

Membership & Chairing

The group will be chaired by the Chief Executive, Mark Andrews. In the absence of the Chief Executive, the Director of Places will deputise and Chair the Working Group meeting.

Membership of the group has been agreed by the Chair, Group Leaders and Portfolio Holder for Planning. The composition of this group and team members who are required to attend, will be done so by invitation. This is:

- Mark Andrews (Chief Executive)
- Penny Sharp (Director for Places)
- Cllr Hemsley (Leader)
- Cllr Waller (Leader of The Liberal Democrats Group)
- Cllr Oxley (Leader of The Independent & Green Group)
- Dee Rajput (Programme Manager)
- Andrew Merry (Head of Finance)
- Roger Ranson (Head of Planning Policy)
- Rachel Armstrong (Planning Policy Lead)
- Mat Waik (Communications Lead)
- Phil Horsfield (Head of Legal)

Independent Advisors (as required):

- Planning Advisory Service
- Counsel/Legal Advisors

Members may send named deputies by exception only. Meeting papers will be shared with the members of the group and nominated deputies.

The Project Management Office (PMO) will support the provision and running of this group.

Frequency of the Working Group

Meetings will be held monthly. Ad-hoc meetings may be held by agreement of the Chair as and when required. Meetings may, exceptionally, be cancelled by the Chair.

Responsibilities of the Working Group

This cross-party working group will act as an advisory board to the officers developing and delivering the Local Plan. The group fulfils their leadership role by:

- Providing a steer on progress and key decisions
- Monitoring the budget position and taking responsibility for spend
- Monitoring the implementation and improving its effectiveness as required
- Identifying issues that have arisen and discussing solutions
- Mitigating risks that have been identified
- Provide an informal decision-making platform to push on with the delivery
- Respect the views and opinions of individual contributors and the Working Group
- Take an evidenced based approach in identifying solutions
- Review and understand the evidence base to inform policy development

- Support the need to positively prepare and submit a new Local Plan
- Adhere to national planning policy framework and statutory regulations
- Deliver the corporate plan vision and themes for the County
- Oversee the development of a Local Plan for the County that provides for sustainable growth to meet the County’s objectively assessed housing and employment needs which will combine to contribute towards achieving the Government’s net zero carbon emissions 2050 target
- Protect and enhance the County’s heritage, character and natural capital (including air quality, water resource management and biodiversity)
- Ensure the timely delivery of all necessary infrastructure.
- Support the development of robust and effective strategic partnerships to meet the duty to cooperate and help secure a viable, deliverable and sound plan

Reporting

Any issues that require further action or disclosure to the relevant management structures will be brought to the attention of this group by the members. In exceptional cases, any members of the group may escalate issues to the Senior Management Team and/or Cabinet.

The minutes of these meetings will be formally recorded. Once approved by the Working Group the minutes will be published to all group members and nominated deputies.